

SEWAGE TREATMENT PLANT OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant. The employee assists in the operation and maintenance of a wastewater treatment plant and undergoes on-the-job training to become qualified as an operator of a wastewater treatment plant. The employee is required to satisfactorily complete the training and experience requirements of the New York State Department of Environmental Conservation for a certificate appropriate to the plant. The work is performed under immediate supervision of a qualified operator, although regular routine assignments may be performed more independently, and more initiative and judgment are utilized as experience is gained. The maximum term of this traineeship is five (5) years. Appointees who successfully complete their traineeship and who are eligible for advancement may be appointed to Sewage Treatment Plant Operator (2), (3A), or (4A), depending upon the certificate obtained, without further examination. Does related work as required.

TYPICAL WORK ACTIVITIES

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a wastewater treatment plant;
- Learns and assists in the operation and adjustment of pumps, valves, screens, and related mechanical equipment;
- Learns and assists in the inspection, maintenance and repair of pumps, valves, screens and related mechanical equipment;
- Learns and assists in the making of tests to determine chlorine residual;
- Cleans channels, screens, tanks and other equipment;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant;
- Paints equipment, structures and sewage facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Familiarity with elementary principles of chemistry and general science;
- Good general intelligence;
- Good observation;
- Mechanical aptitude;
- Ability to learn principles and procedures relating to the operation and maintenance of a wastewater treatment plant; Ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment;
- Ability to get along well with others;
- Ability to understand and follow oral and written instructions;
- Industrious and dependable;
- Tactful and courteous;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

At the time of appointment: Possession of a valid license to operate a motor vehicle in New York State.

NOTE: Individuals with permanent competitive status as a Sewage Treatment Plant Operator Trainee mature to Sewage Treatment Plant Operator without further examination following successful completion of the traineeship and the certificate requirement.

Juris. Class: Competitive

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 11/05

SEWAGE TREATMENT PLANT OPERATOR-TYPE A PLANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine but important work involving responsibility during a shift for the efficient operation and maintenance of a Type A Sewage Treatment Plant with facilities for the activated sludge process (including all modifications). The work is performed under general supervision of a operator qualified to be in charge of the operation of the plant. Supervision may be exercised over subordinate employees in the performance of their assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Starts and stops pumps, motors, air compressors, and related machinery and equipment;
- Makes minor repairs to machinery and equipment;
- Records readings from meters and gauges;
- Treats and disposes of sludge;
- Adds chlorine to sewage;
- Takes samples of sewage for testing;
- Makes necessary tests for control of plant operation;
- Assists in the instruction of trainees;
- Supervises the work of laborers and other subordinate employees;
- Keeps a log of plant operations and related records;
- Performs custodial duties in connection with maintenance of buildings and grounds;
- May be required to operate heavy equipment or dump trucks requiring an appropriate level Commercial Driver's License (CDL).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices used and the equipment required in the operation and maintenance of a Type A Sewage Treatment Plant with facilities for the activated sludge process (including all modifications);
- Working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to sewage treatment and disposal;
- Skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment;
- Ability to read, understand and record data from gauges, scales and meters;
- Ability to make routine laboratory and field tests for control of plant operation;
- Ability to understand and carry out oral and written instructions;
- Mechanical aptitude;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Type A Plant whose designated capacity is 1.5 million gallons or less per day):

Graduation from high school or possession of a New York State high school equivalency diploma; completion of an appropriate course of instruction approved by the Public Health Council; and not less than three (3) months of satisfactory experience in the actual operation of a sewage treatment plant with facilities for the activated sludge process or any similar process.

SPECIAL REQUIREMENTS:

1. Type A Plant whose designated capacity is 1.5 million gallons or less per day;
2. Eligibility for a Grade III-A certificate issued under the provisions of the New York State Environmental Conservation Department. Possession of the certificate at the time of appointment.
3. In jurisdictions requiring the operation of heavy equipment or dump trucks appointee must possess an appropriate level Commercial Driver's License (CDL) issued by the New York State Department of Motor Vehicles. Appointee must maintain appropriate level CDL to maintain employment.

Juris. Class: Competitive

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 04/03